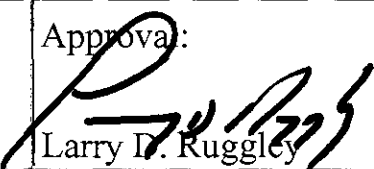


Fort Campbell

Sustainable Installation Management System

ISO 14001

Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Environmental Training		
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Document Owner: Trudy Carr	Approval:  Larry D. Ruggley	Revision Level: 1 Revision Date: 15 Jan 2006
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

1. PURPOSE:

This procedure defines the roles, responsibilities, and activities for identifying, documenting, and fulfilling the Installation environmental training needs. Implementation of this procedure will ensure that personnel whose work may create a significant impact on the environment have received appropriate training.

2. SCOPE:

This procedure applies to all Installation personnel and all Environmental classroom training and courses provided to installation personnel. Not included is on-site technical assistance or one to one instruction on environmental issues.

3. DEFINITIONS:

- a. **Awareness Training** – Education of installation personnel on the basic concept of the Sustainable Installation Management System and how it might generally affect them.
- b. **Environmental Program Manager** – An individual in the DPW Environmental Division appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.
- c. **DPW Environmental Division Training Program Coordinator** – An individual in the DPW Environmental Division assigned to manage environmental training.
- d. **Environmental Aspect** - Element of an organization's activities, products, and services which can interact with the environment. An environmental aspect signifies the potential for an environmental impact.
- e. **Environmental Impact** - Any change to the environment, whether adverse or beneficial,

wholly or partially resulting from an organization's environmental aspects.

f. **Environmental Training Requirement** – A course, class or other event with formal instruction on environmental subject matter. Requirements are those required by law or regulation or required for competent performance of a work task to prevent a significant environmental impact.

g. **Significant Environmental Aspect** - An environmental aspect which has or can have a significant environmental impact.

h. **Significant Environmental Impact** - Any potential significant change to the environment, wholly or partially resulting from the organization's activities, products or services. Environmental impact of Installation activities were identified and ranked through the Installation sustainability program development process. The SIMS Cross Functional Team recommends significance level threshold to the SIMS Director for approval.

i. **SIMS Action Officer** - An individual appointed by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).

4. SUPPORTING DOCUMENTS:

<u>Document ID</u>	<u>Title</u>
SIMS200	Procedure for Legal and Other Requirements
SIMS265	Procedure for Environmental Records

5. PROCEDURES:

a. Competency Training

(1) DPW Environmental Division Program Managers shall:

(a) At least annually, identify and/or validate environmental training requirements applicable to your program area and communicate the requirements to the DPW Environmental Division Training Program Coordinator.

(2) DPW Environmental Division Training Program Coordinator shall:

(a) Request resources for training through the Environmental Projects Report System (EPR) and other budget processes.

(b) Execute the Environmental Training Program.

b. Awareness Training

(1) SIMS Action Officer shall:

(a) Design, maintain and furnish awareness training to the following.

(b) Garrison staff in cooperation with the Garrison Training Office.

- (c) Incoming military personnel in cooperation with the replacement detachment.
- (d) All tenant organization through their Chief or Commander.
- (2) The Garrison Training Officer shall:
 - (a) Present SIMS awareness training to all Garrison civilian personnel annually. The SIMS awareness training may be presented along with other mandatory training such as the SAEDA briefing.
 - (b) Maintain records to demonstrate that the training was conducted.
- (3) The Installation military replacement unit shall:
 - (a) Present the SIMS awareness training to all incoming military personnel.
 - (b) Maintain records to demonstrate that the training was conducted.
- (4) Chiefs or Commanders of Tenant organizations shall:
 - (a) Ensure all personnel receive SIMS awareness training.
 - (b) Maintain records to demonstrate that the training was conducted.

6. DOCUMENT REVISION SUMMARY:

Original Document Issue Date: 1 July 2005		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	15 January 2006	Knowledge Share category changed to "SIMS"